

# Wisconsin Department of Safety and Professional Services

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## CHIROPRACTIC EXAMINING BOARD

### INSTRUCTIONS TO APPLICANTS FOR WISCONSIN CHIROPRACTIC LICENSURE BY EXAMINATION

#### REQUIREMENTS:

As of July 1, 1998, you must have earned a bachelor's degree from an accredited college or university and have graduated from a chiropractic college with the degree of doctor of chiropractic.

#### INSTRUCTIONS FOR COMPLETING THE APPLICATION:

1. **Application (Form #502):** Complete application form #502 and attach the appropriate fee. Make check payable to "Department of Safety and Professional Services". Your cancelled check will be your receipt. Mail to the Department of Safety and Professional Services, Chiropractic Examining Board, PO Box 8935, Madison WI 53708
2. Each applicant is required to pass a state written jurisprudence and state practical exam prescribed by the Chiropractic Examining Board; per Wisconsin Statute 446.06(3)(a). Applicants who are eligible to sit for the State Written Jurisprudence Examination and the State Practical Examination will be notified of the date of the next available exam date at least 30 days in advance. For exam and deadline dates go to <http://dps.wi.gov>.
3. **Additional Supporting Documents:**
  - a) Certified transcript(s) of pre-professional college education, indicating date of graduation and degree granted; addressed to the attention of the Chiropractic Examining Board listed above.
  - b) Certified transcript from a board-approved chiropractic college indicating date of graduation and degree granted;
  - c) Certified transcript of scores of the National Board of Chiropractic Examiners (**Parts I, II, III and IV**) examination. Applicants must have passed all subjects, with a score of 375 or above on **Parts I and II**, 438 or above on **Part III**, and 475 or above on **Part IV** to be eligible for licensure (Physiotherapy not required); and
  - d) If you are or were licensed in any other state or territory outside of the U.S., you must complete the top portion of the verification form #1818 and then submit to the licensing authority of each state/territory where you are/were licensed. You may want to contact the licensing authority and inquire if there is a fee for completing the form. The licensing authority must then submit it **DIRECTLY** to this office.
  - e) Current copy of the CPR/AED Certificate. See DHFS website at <http://dhs.wisconsin.gov> for a listing of approved programs.

#### DEADLINE

Completed application Form #502 and required fees must be filed in the board office **at least 30 days prior** to the date listed on the department website in order for you to test on that date.

### EXAMINATION INFORMATION

**STATE WRITTEN JURISPRUDENCE EXAMINATION** (1 hour): Objective questions to test your knowledge of the "*Wisconsin Statutes and Administrative Code Related to Chiropractic*".

A score of 75 must be obtained.

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## **RETAKE EXAMINATIONS**

### **State Written Jurisprudence Examination:**

An applicant who fails the state jurisprudence examination shall be required to retake that examination.

Retake examinations will be given at the next scheduled licensure examination.

## **EXAMINATION RECORD RETENTION**

**Successful** examination scores of credentialed candidates are retained in an electronic credential file. **Unsuccessful** scores are retained on file until replaced by passing scores.

## **EXAMINATION REFUNDS**

As indicated in RL 4.06 applicants will receive a refund of all but \$10.00 of the examination fee if:

- a. an applicant is found to be unqualified for an examination administered by the department or the Board;
- b. an applicant withdraws an application by written notice to the Board at least 10 days in advance of a scheduled examination; or
- c. an applicant who fails to take the examination provides a written explanation satisfactory to the Board that the applicant's failure to take the examination resulted from extreme personal hardship.

## **ADDITIONAL INFORMATION**

The Board has no reciprocal agreements with any other state board or territories outside of the U.S.

The Board does not issue permits to practice chiropractic while the application for licensure is pending.

New licensees may **NOT** begin practice until the license has been received.